**Allied Health Sciences Department**

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**College of Health Professions**

**Undergraduate Internship Handbook**

**2013‑2014**

**Internship Description**

The Department of Allied Health Science provides students desiring a field experience with the option to complete an internship. The internship is an elective and not required of all students unless specifically required in that emphasis. It is strongly recommended that students who do not intend on beginning graduate school immediately after earning their baccalaureate degree do an internship to gain valuable work place experience. Field internships may be performed in a variety of health-related organizations such as hospitals, clinics, extended care facilities, health maintenance organization (HMOs), insurance companies, research facilities, and government agencies.

Students are expected to identify and make initial contact with a health organization to find out if that organization would be accepting of an internship experience. Students are strongly encouraged to discuss fieldwork internship opportunities with their academic advisor in the year before they are in the field. GVSU’s Career Services Department maintains a list of internship sites for students to use. The web address is: www.gvsu.edu/careers. They are located in 206 Student Services Building on the Allendale campus. Their phone number is 616-331-3311.

Student internships are approved and coordinated by the Allied Health Sciences Internship Coordinator, supervised by an assigned Allied Health Sciences faculty member, and a qualified supervisor at the internship site.

*Catalog Description*

AHS 490: Health Care Internship: A structured opportunity for students to apply classroom knowledge in a health care setting. Depending on the student’s degree emphasis an internship may be repeated for 6 credits. Students in the Histotechnology emphasis are required to perform a total of 24 credits (in increments of 3, 6, or 12 credits). Registration requires approval by Allied Health Sciences Internship Coordinator, a minimum of junior standing, 12 credits of Allied Health Sciences coursework, and a 2.5 major and overall GPA.

*Internship Objectives*

Depending on the type and site of the internship, students will be able to:

1. Determine what area of health care they wish to work in.

2. Apply Allied Health Sciences classroom knowledge and skills to a health care setting.

3. Evaluate the use of various methodologies and recommend solutions appropriate to clinical or administrative settings.

4. To detect personal changes in competence, knowledge, attitude, motivation, and other areas as

 a result of the internship.

*Internship Credits and Requirements*

The field internship requires a minimum of 150 hours of documented internship activities for 3 credits and 300 hours for six credits. The internship requires a weekly activities report, development of an internship portfolio, projects, and an evaluation by the student’s site supervisor. Required activities are based on the type on internship being performed; i.e., clinical or administrative, location of activity needs of the supervising organization.

*Fieldwork Internship Requirements*

1. Listed below are the University requirements for internships.

1. The student must have at least a 2.5 GPA overall and in the major
2. The student must have a minimum of twelve credits
3. The student will spend up to 40 hours/week performing allied health-related activities for a period of up to 15 weeks. The student will receive 3 credits for 150 hours of internship and 6 credits for 300 hours.
4. The student must complete the Health Compliance training prior to beginning the internship.
5. The student must be under the direct full-time supervision of a qualified person.
6. The internship sponsoring entity will:
	1. Provide a copy of the internship job description and
	2. Sign a Facility Agreement Form, before approval of the internship is approved by the Internship Coordinator.
7. The student must submit assignments as required for their specific internship. These include, but may not be limited to
	1. Weekly reports
	2. A portfolio of activities at the end of the internship (either hard copy or e-folio)
	3. Posting the internship experience on Experience Matters. The submission will include a summary, and photos (at the student’s discretion).
	4. Perform a minimum of one project approved by the site supervisor and the GVSU Internship Coordinator.
	5. Other activities as may be required by the site supervisor or the Internship Coordinator

 2. General Formatting

 \_\_\_\_\_\_ APA 6 ed. format

\_\_\_\_\_\_ All 12 point Times New Roman font

\_\_\_\_\_\_ All double-spaced

\_\_\_\_\_\_ All margins 1"

\_\_\_\_\_\_ Appropriate page numbers in top right header

\_\_\_\_\_\_ Sections begin at appropriate place throughout paper

\_\_\_\_\_\_ Use of correct person and active voice throughout paper

\_\_\_\_\_\_ Spelling, Grammar (including correct verb tense throughout the paper)

3. Internship Schedule:

1. First week: complete the attached address form and return to the Internship Coordinator as an e-mail attachment or fax:

**E-mail: davalish@gvsu.edu**

**Fax: 616-331-5556**

1. In conjunction with your site supervisor develop an internship plan outlining the activities you will be performing including a timeframe and due dates. This plan should be sent to the internship coordinator during the first week for review.
2. Begin keeping a daily activities log which includes an overview of the significant activities performed; e.g., training performed, audits, projects worked on, meeting attended, etc. Each week you are to e-mail the Internship Coordinator a weekly summary of your activities done on a daily basis – this is part of your portfolio as well
3. End of Third Week: A rough draft of your first project should be available for review by the end of the third week of the internship.
4. End of sixth week of internship: First project due.
5. End of twelfth week: Internship portfolio due if not required before then.
6. Internship Portfolio Contents:
	1. Copies of correspondence you generate; e.g., memos, plans written, etc.
	2. Final copy of your projects
	3. Training activities, etc. performed
	4. Other information, from the company or otherwise, which would be of benefit to you in the future
	5. Copies of the weekly reports you sent to me

*Student Fieldwork Internship Evaluation*

The grade for the internship is based upon the following:

* 20% weekly reports
* 30% Internship portfolio
* 30% Site-based Project
* 20% Site Supervisor’s Evaluation

The internship is graded using GVSU’s grading scale. It is not pass/fail or credit/no credit.

A grade of “A” means excellent, so work of “A” quality should be rated excellent as defined by the rubrics developed to grade the assignments.

A = 93–100 C+ = 77-79.9 F = No credits earned

A– = 90–92.9 C = 73-76.9

B+ = 87–89.9 C- = 70-72.9

B = 83–86.9 D+ = 63-69.9

B– = 80–82.9 D = 60-62.9

At Grand Valley State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources). Students will be prosecuted under GVSU’s Student Handbook policies related to academic dishonesty

*GVSU’s Disability Accommodation Policy*

Grand Valley State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Internship Coordinator of the Allied Health Sciences Department and the professor as early as possible to ensure that accommodations are implemented in a timely fashion. All communications regarding the student’s disability will be strictly confidential.

**Health Compliance Requirements**

As a student at Grand Valley State University you may participate in clinical training activities at affiliated facilities. In order to be protective of everyone involved, your health and the health and safety of the community in which you may serve; certain participation guidelines have been established.

Infectious, communicable diseases are common in many clinical training sites and may be a threat to our students. During the performance of clinical training, research or internship activities, our students may interact and be exposed to clients and research participants with diseases such as but not limited to tuberculosis (TB), hepatitis B (HBV), Influenza, and other infections.

University policy, state and federal statutory regulations, accreditation standards for affiliated clinical agencies require that our students comply with certain health, safety and legal requirements applicable to their occupation and that those individuals demonstrate particular cognitive and clinical competencies consistent with their program's minimum practice standards. As such, Grand Valley State University is contractually mandated to ensure all students attain and maintain full compliance with each program's set compliance requirements.

*To Locate your Program Requirements*

Upon admission to the University an orientation packet will be sent to you via U.S. mail from the Admissions Office. Within that packet you will find an email username and directions on how to access the GVSU email system and set your password. Once you assign your password you will have access to the GVSU internet based Blackboard classroom system.

Steps to find your GVSU Health Compliance requirements:

1. Log onto the GVSU homepage www.gvsu.edu

2. Click on "Quick Links" at the top of the page

3. At the bottom of the forth column you will find a link to "myBlackboard"

4. Click on "myBlackboard"

5. On the Blackboard homepage to enter the site you must type in your GVSU email username and password in the appropriate boxes

6. This will take you into your Blackboard account where you have been assigned to a Health Compliance organization under the tab "My Organizations"

7. Click on the organization "Health Compliance"

8. Once inside your Health Compliance Organization you will see your program's required health compliance items, their due date, directions on how to obtain compliance and how to submit the required documentation

If you have questions or need assistance accessing the Blackboard site please call or email The Health Compliance Officer at 616-331-5687 or olsonwa@gvsu.edu

# **INTERNSHIP LOCATION INFORMATION**

Fax to Alisha Davis @ 616-331-5556 the first day of your internship

## NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 PHONE: (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERNSHIP COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SUPERVISOR’S PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other information you think is needed: